



GUJARAT STATE POLICE HOUSING CORPORATION LIMITED  
(A Government of Gujarat Undertaking)  
B/h. Lokayukt Bhavan, Off "CHH " Road,  
Sector 10/B, GANDHINAGAR-382010

## RECRUITMENT

Gujarat State Police Housing Corporation Limited, a Government Company with 100% share holding subscribed by the State Government, invites applications for following 04 positions. The eligibility criteria against each post are as stated below:

### 1. Sr. Manager (Finance &Accounts)/ Chief Financial Officer – 01

- **Pay Scale** : 78800 - 209200 (7<sup>th</sup> pay matrix level -12)
- **Age** : Min – 33 years and Max -40 years
- **Qualification** : Chartered Accountant
- **Experience** : 10 years post qualification experience in Government /PSU/ Private Sector organization
- **Category** : General

### 2. English Stenographer Grade-3 - 01

- **Pay Scale** : 25500-81100 (7<sup>th</sup> pay matrix level -4)
- **Age** : Min – 22 years and Max – 35 years
- **Qualification** : Bachelors Degree from recognized University possessing skill of 80 WPM in shorthand and 30WPM in Typing in English as per GCC Certificate
- **Experience** : 5 years post qualification experience in Government/PSU/ Private Sector organization
- **Category** : General

### 3. Assistant Draughtsman -01

- **Pay Scale** : 25500-81100 (7<sup>th</sup> pay matrix level -4)
- **Age** : Min – 27 Years and Max -32
- **Qualification** : ITI Draughtsman Civil course with First Class
- **Experience** : 03 years post qualification relevant experience
- **Category** : General

### 4. Receptionist cum Telephone Operator - 01

- **Pay Scale** : 19900-63200 (7<sup>th</sup> pay matrix level -2)
- **Age** : Min – 25 Years and Max -30
- **Qualification** : Bachelors Degree from a recognized University with knowledge of Handling PBX/ EPABX & FAX Machine with fluency in Gujarati and English Language
- **Experience** : 03 years post qualification relevant experience
- **Category** : General



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### How to Apply:

1. Interested & eligible candidates may fill-up application form which is attached herewith along with self-attested copies of following documents:
  - I. Duly fill-up application form as per format
  - II. Copy of Resume/CV
  - III. Date of Birth Proof (DOB Certificate/School Leaving Certificate).
  - IV. Aadhar Card and Pan Card copy
  - V. Educational Qualification Proof (All educational certificates and marksheets)
  - VI. Experience Certificates
  - VII. Recent Color Passport Size Photograph – 02 nos
2. Candidates required to send hard copies of all above mentioned documents through courier/post to following address so as to reach us on or before **05-04-2022** by 6:10 pm:

The Managing Director  
Gujarat State Police Housing Corporation Ltd.  
B/h. Lokayukt Bhavan, Off "CHH " Road,  
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3. Candidates have must clearly indicate “Application for the post of \_\_\_\_\_” on the envelope.

### Kindly Note:

1. No other mode of application will be accepted.
2. All the details given in the application form will be treated as final and no changes will be entertained thereafter.
3. Applications with incomplete, wrong particulars and insufficient documents will not be considered.
4. Applications received after stipulated time, will not be considered.



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### General Instructions:

1. Age relaxation as per existing State Government norms.
2. Candidates presently employed in Central/ State Government/PSUs, should submit their application through proper channel. They must produce 'No Objection Certificate' from their employer, failing which they will not be allowed to appear for the selection process and their candidature will not be entertained.
3. Short listing will be provisional without verification of documents. Candidature will be subject to verification of all details/ documents with the originals when a candidate reports for selection process (if shortlisted).
4. In case a candidate is called for selection process and is found to be not satisfying the eligibility criteria (Age, Educational Qualification, Work Experience, etc.) he/ she will be disqualified.
5. GSPHCL reserves the right to take a final decision to offer any suitable job/role/profile to the candidates found suitable as per the Corporation's requirements.
6. All the details given in the application form will be treated as final and no changes will be entertained thereafter.
7. Furnishing of wrong/false information will lead to disqualification and GSPHCL will not be responsible for any of the consequences of furnishing such wrong/false information.
8. GSPHCL reserves the right to cancel the recruitment process at any point of time without any intimation.



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### Application Form

Application for the post of \_\_\_\_\_

#### 1. Personal Details :

a. Full Name : \_\_\_\_\_

b. Present Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c. Permanent Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

d. Mob No. : \_\_\_\_\_ e. Email : \_\_\_\_\_

f. DOB : \_\_\_\_\_ g. Gender: \_\_\_\_\_

h. Category (SC/ST/SEBC/OBC/General): \_\_\_\_\_

i. Blood Group: \_\_\_\_\_ j. Home Town: \_\_\_\_\_

k. Languages known Read Write Speak

a)

b)

c)

Affix Passport  
size  
photograph



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### 2. Education Details:

(Starting with recent most) (Use separate sheet, if required)

Examination passed	Specialization	School/Board/College/Institution/ University	CPI/Percentage & Class	Passing Year	Full time/ Part Time

Computer Knowledge: \_\_\_\_\_

### 3. Employment Details :

(Starting from the present employment and back to the first employment. In case, you worked in several positions in the same organization, separate row may be filled for each position held.)  
(Use separate sheet, if required)

Employer Name	Designation	From (DD/MM/YYYY)	To (DD/MM/YYYY)	Total Service

Total Experience: \_\_\_\_\_





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### 4. Other Details :

I. Have you ever been dismissed/discharged/terminated for any act of misconduct in any of your previous employment or convicted for any criminal or other offences? \_\_\_\_\_

if yes, give precise details on a separate paper.

II. How soon can you join, if selected ? \_\_\_\_\_

III. Any other information you want to share :

\_\_\_\_\_

\_\_\_\_\_

### 5. Declaration :

I undersigned, hereby declare that all information given is true and accurate. I understand that falsification of information could result in disqualification and/or of termination as a prospective candidate for the applied position.

Date :

\_\_\_\_\_

Place :

Applicant Signature